

**APPLICATION  
COOPERATIVE OCCUPATION TRAINING  
SWARTZ CREEK HIGH SCHOOL**

CIRCLE THE AREA(S) YOU ARE MOST INTERESTED IN:

OFFICE      MARKETING      TRADES & INDUSTRY      FOODS      HEALTH      DAY CARE

Name \_\_\_\_\_ Age \_\_\_\_\_ Date of Application \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Birth Date \_\_\_\_\_

E-mail Address \_\_\_\_\_ Last 4-Digits of SS# \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Do you live with your parents? \_\_\_\_\_ If not, with whom? \_\_\_\_\_

How long have you lived in this area? \_\_\_\_\_

Names and ages of siblings: \_\_\_\_\_

\_\_\_\_\_

Why do you wish to be considered for Co-op? \_\_\_\_\_

\_\_\_\_\_

Do you have any physical limits? \_\_\_\_\_ If so, what? \_\_\_\_\_  
(Sight, hearing, speech, etc.)

To what organizations do you belong? \_\_\_\_\_

Are you involved in any activities that would interfere with a work schedule? \_\_\_\_\_ Explain \_\_\_\_\_

\_\_\_\_\_

What are your favorite pastime activities? \_\_\_\_\_

Are you presently working? \_\_\_\_\_ Where? \_\_\_\_\_

List in order of preference the jobs or types of work desired. (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

Date you are available to start work. \_\_\_\_\_ Hobbies & Skills \_\_\_\_\_

\_\_\_\_\_

## WORK EXPERIENCE

Date Month / Year	Name and Address of Employer	Salary	Position	Reason For Leaving
From:				
To:				
From:				
To:				
From:				
To:				

## EDUCATION

Current GPA \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_  
(Coordinator can locate data)

Number of days absent: Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_  
(Coordinator can locate data)

If any of the above requires explanation, do so \_\_\_\_\_

What have been your favorite subjects? \_\_\_\_\_

What subjects have you liked least? \_\_\_\_\_

What has been your major course of study or program? \_\_\_\_\_

What is your career or occupational goal? (Required) \_\_\_\_\_

What are your future plans? \_\_\_\_\_

\* In order to process this application, a printout of your **EDP** stating your **Career Pathway** must be attached as well as a **Résumé** using the **Sammy Student** format (attached). (Please save your résumé on a disk or CD)

I have read the Cooperative Education Training Rules and will abide by the regulations. I hereby certify that to the best of my knowledge and belief, the statements given in this application are correct and permission is given for the release of information contained in school records for the purpose of placement and employer information requests.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

*In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age of Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Swartz Creek Community Schools that no person shall be subjected to discrimination during any program or activity or in employment on the basis of race, color, religion, national origin, or ancestry, gender, age, height, weight, or marital status.*

## **COOPERATIVE EDUCATION TRAINING RULES SWARTZ CREEK HIGH SCHOOL**

The Cooperative Education program is designed to recognize the value of occupational training in the well-balanced development of the student. The granting of academic credit is contingent upon the acceptable performance of duties by the student/employee as determined by reports from the employer and in compliance with the following regulations. **Admission into the co-op program is based on the approval of the coordinator. Grades, attendance, and behavior of the applicant will be reviewed and a pre-admission interview will take place. Probationary status and/or a contract may be applicable in certain situations.**

### **STUDENT'S RESPONSIBILITIES**

1. Co-op is a one-year program and may not be terminated by the student until the end of his/her school year. If a student quits the job, for any reason, without permission of the coordinator, the student will receive a failure for the job and loss of credit. Students may be added second semester at the discretion of the coordinator.
2. If unable to attend school for at least five hours, the student **MUST** have permission from the co-op coordinator to work that day. If it is impossible for the student to be at work or at school (illness or emergency), the student must notify both the coordinator and the work supervisor. Co-op students are not permitted to work while serving a school Suspension.
3. The student must be at least 16 years old and is responsible for providing his/her own transportation. The school district will not be held responsible for accidents for accidents/incidents that may occur during the transit to or from work. Improper driving may cause the student to be dropped from the Co-op program.
4. The student is responsible for completion of all application forms and weekly time sheets. The student must hand in **COMPLETE** time reports to the coordinator each week and keep the coordinator informed of any changes in school or work.
5. **SATISFACTORY GRADES IN ALL SUBJECTS MUST BE MAINTAINED.** Failure to do so may cause removal from co-op.
6. All students will attend appropriate co-op activities, including the appreciation banquet. There will be a fee for the banquet as well as for class materials. The student is expected to pay for all necessary and reasonable expenses.
7. The student **MUST FAITHFULLY PERFORM THE DUTIES ASSIGNED BY THE EMPLOYER and OBEY THE EMPLOYER'S RULES AND REGULATIONS.**
8. The student will request permission of the co-op coordinator to obtain time off from school and/or work on a pre-arranged basis (vacations) at least two weeks in advance.
9. **THE STUDENT WILL INFORM THE PROGRAM COORDINATOR IMMEDIATELY OF ANY PROBLEMS WHICH HAVE DEVELOPED OR MAY DEVELOP ON THE JOB.**
10. The student will work as scheduled by the employer. This schedule may or may not coincide with the school calendar.
11. Students will leave the school property immediately following their school day, unless given permission by an administrator.
12. The student shall keep the program coordinator informed as to any class schedule changes.

## CO-OP COORDINATOR'S RESPONSIBILITIES

1. The co-op coordinator will make sure that the employment complies with State Labor Laws (hours, wage, legal employment, etc.) and that appropriate forms are on file.
2. Co-op coordinator may approve occupational changes for satisfactory and sufficient reasons, providing a good record has been maintained and the coordinator approves this change in advance.
3. ONLY EMPLOYMENT APPROVED BY THE COORDINATOR CAN BE ACCEPTED FOR HIGH SCHOOL CREDIT.
4. The coordinator has permission to forward appropriate student records (including transcript) to prospective employers.
5. The coordinator has permission to release the student from his/her related class as needed for job or class related activities.
6. The coordinator is responsible for the granting of credit and the grading of co-op students.
  - A total of 550 hours of on-the-job training is required for two semesters of academic credit. The students must satisfactorily complete all course job requirements before receiving credit. Job credit may be 1/2 or 1 credit per semester at the discretion of the co-op coordinator.
  - Students will receive two grades (one for the related class and one for the job) both grades will be determined by the co-op coordinator.
  - Co-op job grades may be S, U, A, B, C, D, or E (+ or -) based on the employer's evaluation, student time sheets, and job-related projects as well as the coordinator's evaluation of student job performance.
7. IN THE EVENT THAT THE STUDENT IS RELEASED FROM HIS/HER JOB FOR CAUSE, THE STUDENT WILL NOT RECEIVE CREDIT FOR CO-OP AND WILL RECEIVE AN "E" FOR THE JOB GRADE.

## EMPLOYER'S RESPONSIBILITIES

1. The employer agrees to provide on-the-job training for the student in accordance with appropriate labor laws.
2. The employer will evaluate the student's work performance at least once each marking period (four per year), review that evaluation with the student, and provide the co-op coordinator with an evaluation.
3. The employer may not excuse the student from school for work without permission from the co-op coordinator (and high school assistant principal).
4. The employer will follow the job activities as outlined in the training plan.
5. The employer will make every effort to provide a quality work experience and help the student to become a better employee.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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# **SAMMIE STUDENT**

1111 Elms Road  
Swartz Creek, MI 48473  
(810) 635-5555

## **CAREER GOAL**

I plan to become an elementary school teacher.

## **EDUCATION**

<i>2004 - Present</i>	<b>Swartz Creek High School</b>
	One Dragon Drive
<i>Will graduate</i>	Swartz Creek, MI 48473
<i>June, 2008</i>	(810) 591-1800

## **WORK EXPERIENCE**

*June 2006 - August 2006:* McDonalds, Elms Road, Swartz Creek, MI  
Duties: Served food to customers, ran cash register,  
cleaned areas as needed.

*June 2005 - August 2005:* Mowed and trimmed lawns weekly for six customers.

## **SPECIAL SKILLS**

Experienced in several computer programs: Microsoft Office (Word, Access, Excel, and PowerPoint), WordPerfect, and Publisher; Keyboarding: 45 wpm

## **INTERESTS AND HOBBIES**

I enjoy swimming, reading, and fishing.

## **EXTRA CURRICULAR ACTIVITIES**

2006—Track Team  
2005—Golf Team

## **REFERENCES**

Deb Smith, *Registered Nurse*, 10306 Anywhere Road, Byron, MI 48418  
(810) 555-5555  
Judy Johnson, *Receptionist*, 5508 W. Nowhere Street, Swartz Creek, MI 48473  
(810) 635-1111  
Al Smith, *Supervisor at GM*, 11111 Somewhere Avenue, Gaines, MI 48436  
(989) 271-1111